

**PALM**  **TECH**

home inspection software

V E R S I O N 9

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# HOW TO:

## Review Your Inspection on the App

**This step by step How To article explains how to review your inspection on the Palm-Tech app**

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For a complete list of available How To documents, visit the Support section of our website: [www.palm-tech.com/support/](http://www.palm-tech.com/support/)

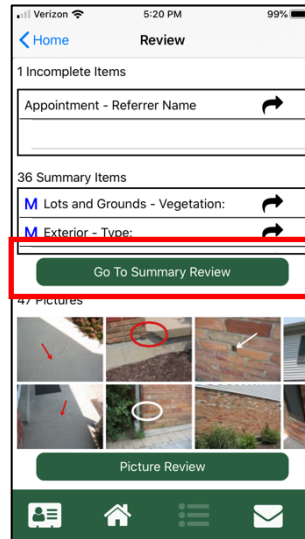
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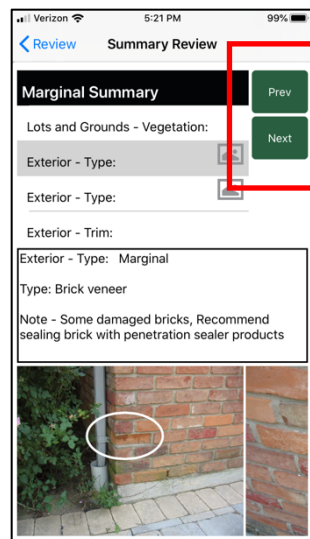
There are four ways to review an inspection on the Palm-Tech app. They are the summary review, picture review, completeness check and PDF review. We are going to discuss all four below.

## Summary Review

1. Once you are finished with your inspection, you are able to review the rating summary. This is done by tapping the 'Go to Summary Review' button on the Review tab.



2. All items that are marked with a rating that is set to appear in the summary will show up here. You can cycle through the items using the Previous and Next buttons to the right of the screen.

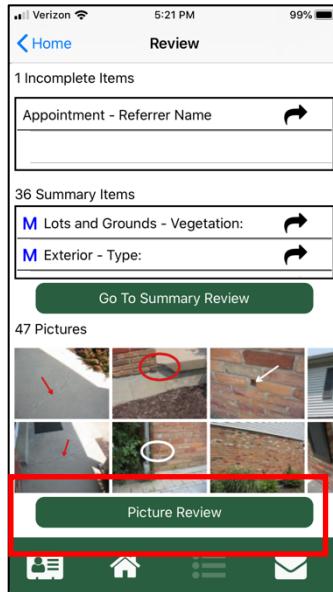


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## Picture Review

1. The picture review will allow you to cycle through all of the pictures that were added to the report. To get to the picture review, tap on the 'Picture Review' icon on the Review tab.



2. Using the Previous and Next buttons, you are able to cycle through and look at each picture.

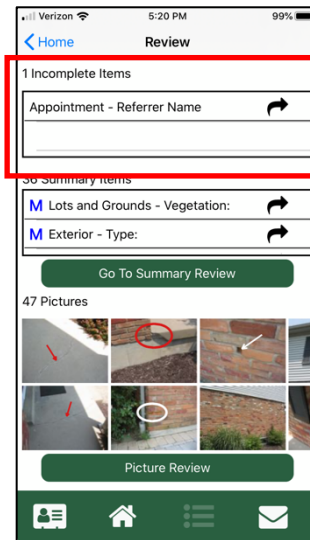


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## Completeness Check

1. Completeness Check will show you everything in the inspection that has not been filled out. You can view these items at the top of the 'Review' tab. If you tap on an item it will take you to that section of the inspection so that you can fill it out.



## PDF Review

1. You are able to review the PDF of the inspection before emailing it off to the client. You can do this by emailing the report to yourself before you send it to your client. Once the PDF is in your email you can open it to review.